

9 September 1964

COMMITTEE ON DOCUMENTATION  
BIOGRAPHIC TASK TEAM-V

Minutes of First Meeting, 3 September 1964

Members or Their Representative Present

Army - Mr. P. E. Anderson (OACSI)  
Navy - Mr. D. C. Gorham (OP-921E)  
Mr. J. T. Givens (ONI-NIPSSA)  
Mr. D. R. Paschal (ONI)  
Air - Col. K. C. Bashook (OSI)  
Lt. Col. E. M. Manning, Jr. (OSI)  
NSA - [REDACTED]  
FBI - Mr. E. W. McCoy  
CIA - [REDACTED]  
CSS - [REDACTED]

Others Present

CSS - [REDACTED] Chief, CODIB Support Staff (CSS)

1. The Chair specified the purposes of this meeting as follows:
  - a. To get acquainted
  - b. To establish ground rules for conducting future efforts
  - c. To review and discuss proposed terms of reference for the Biographic Task Team-V
  - d. To establish the membership of the team including the requirement for observers.
2. Individuals present introduced themselves and identified their organizational components.
3. Ground Rules: The Chair emphasized the need to keep the active membership small and to operate on an informal basis. He noted that the people selected are on the team because they know the biographic problem. Conclusions and recommendations will be arrived at through thorough discussion and will represent the consensus of the team. Formal votes and agency positions will not be involved in the discussions of problems and potential solutions.

GROUP I  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

C O N F I D E N T I A L

-2-

4. Terms of Reference: The Chair described in some detail the background events leading to the establishment of the Biographic Task Team, including the SCIPS survey and findings. In the biographic field, the amount of manpower and time involved in creating, maintaining, and searching large biographic files as part of the National Agency Check and other programs was discussed. It was noted that the number of "no hits" runs high, possibly on an average between 60-95%, but that rapid response on "no hits" is not characteristic of present systems. The possibility of speed and quality gains through index mechanization was pointed out. The Chair stressed the fact that he was not talking about merging agency files as an area of potential consideration by the task team. The emphasis would be on fact finding and recommendations. The purpose would be to advise USIB on the potential gains and costs entailed in converting biographic indexes to computer systems.

5. The Chair then asked the team members to comment on the proposed terms of reference which had been prepared for their review and comment prior to submission to CODIB for approval. Each member provided pertinent background on current biographic operations in their agencies. The Chair emphasized the need for subsequent detailed briefings on these activities. These briefings should be informal. It was suggested that each agency provide a brief resume which would provide the facts which are called for in the Biographic Task Team Terms of Reference. It was agreed that ONI (Mr. M. E. VanDera) would make the first presentation.

6. The Chair then took up the proposed Terms of Reference which were discussed at length and revised accordingly. The results are reflected in Attachment A.

7. It was noted that discussions of positive foreign intelligence files would require SI clearances. [REDACTED] will raise this question with CODIB. In the meantime, those Team members already having SI clearance would act as a subcommittee to discuss mechanization of indices involving SI data when the occasion arises.

25X1A

8. In view of multiple representation from Navy and Air Force, the Chair requested that the official member from each be designated. Air Force indicated that Lt. Col. Manning would be its representative. Air Force also stressed the need for AFNIN participation because of the complete separation which exists in Air Force between counter and positive intelligence operations relating to biographic intelligence. The Chair recommended that AFNIN be invited to provide an observer. Navy designated William Urlick, ONI/NIPSSA-32, who was not in attendance, as its member on the Team.

C O N F I D E N T I A L

-3-

25X1A 9. It was agreed that other agencies should participate as observers or as witnesses, depending on the degree of interest, size and type of biographic files, and potential contributor. State, CIA/ [REDACTED] and DIA have been tentatively identified as supplying permanent observers, with the extent of participation of Office of Secretary of Defense, AFNIN, I & NS, Secret Service, Civil Service Commission, CIA/Office of Security and CIA/Biographic Register left open for the time being. It may be desirable to establish sub-committees to tackle specialized topics, such as visa checking and positive intelligence indexes.

10. The next meeting will be scheduled later and all participants will be notified of the time and place.

[REDACTED]  
Secretary

25X1A